



FRANCHISE TAX BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FRANCHISE TAX BOARD	RELEASE DATE:	Thursday, April 23, 2009
POSITION TITLE:	Director, Investigations Bureau	FINAL FILING DATE:	Wednesday, May 6, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	04222009_4

POSITION DESCRIPTION

Under the direction of the Administrative Services Division Director, the incumbent directs the department's criminal tax and internal affairs investigations programs. The bureau is comprised of all investigation programs which may result in the criminal prosecution of the individual or entity being investigated. The incumbent provides overall direction, coordination and evaluation of external criminal tax investigations and business affairs of the bureau and internal affairs investigations and program business operations within the department. The incumbent is also responsible for the department's investigation policy and procedures development, investigation and prosecution goals, work plans, production reports and bureau budget. As a member of the department's Senior Management Team, the incumbent actively participates in departmental decision making, and attends senior and bureau director management meetings. The incumbent adheres to the department's mission and values and encourages equal employment opportunity.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

This position is eligible for Peace Officer/Firefighter retirement benefits. In order to receive these benefits, the incumbent must satisfactorily complete or possess Peace Officer Standards and Training (POST) certification.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Communication and Interpersonal Skills - knowledge of the value of listening in terms of understanding and communicating with others; ability to influence others toward a common goal by building consensus; ability to think and respond positively by being open-minded, enthusiastic, patient, trusting, approachable, available and flexible. 2. Enterprise-wide Perspective - ability to consider problems and opportunities from a global perspective and their relevance and application to departmental operations. 3. Coaching and Mentoring - ability to engage staff in a collaborative way to empower them and create a positive and productive work environment. 4. Responsibility and Ethical Behavior - skill to obtain the relevant facts and information needed in crisis, convey a sense of confidence and commitment to a successful outcome; ability to model the FTB's stated values and set high personal standards for ethical behavior; has a sense of accountability, fulfills obligations, keeps confidence and avoids gossip. 5. Problem Solving and Decision Making - ability to evaluate the priority of things to be done and adjust priorities as needed to meet critical deadlines; exhibits a strong sense of urgency about solving problems and accomplishing work; decisive: gathers facts, considers all sides of the issue and brings closure in a timely manner. 6. Operational Planning - knowledge of Income tax law and criminal procedure; ability to recognize and value the importance of a customer-centric organization that values the role of all internal and external customers. 7. Vision and Leadership - skill to create and express one's vision in a way that resonates with others and influences others to translate the vision into action; skill to help others recognize, understand and accept the impact of change and manage/implement change or continuous improvement; courageous: the will and fortitude to confront fear, risk, uncertainty, intimidation or the popular view.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Investigations Bureau**, with the **FRANCHISE TAX BOARD**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process. The State application and Statement of Qualifications must be postmarked no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. Cover letters do not take the place of the Statement of Qualifications.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FRANCHISE TAX BOARD, Exam Unit/Business and Human Resources
P.O. Box 550, Sacramento, CA 95812
Becky Brandon | (916) 845-3620 | rebecca.brandon@ftb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FRANCHISE TAX BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>